



ADA COMPLIANCE SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To provide a variety of community services and program support to the City's efforts to comply with the Americans with Disabilities Act (ADA), and other federal and state disability related laws, regulations, and guidelines. The ADA Accessibility Specialist makes recommendations for action, procedures, and programs which protect the rights and improve the quality of life for people with disabilities as well as all City of Tempe residents and/or visitors.

Supervision Received and Exercised:

Receives direction from the Diversity Manager.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Conduct assessments of special events setup for compliance with current ADA accessibility requirements and to make recommendations as needed to the Special Events Task Force.
- Assist Risk Management and Human Resources in evaluating possible accommodations for temporarily and/or permanently disabled employees.
- Current knowledge, understanding, and application of ADA-related laws, codes, ordinances, and court decisions that occur at the local, state, and/or federal level.
- Provides administrative staff support to the Commission on Disability Concerns.
- Monitor the City of Tempe ADA Hotline.
- Acts as a liaison to other departments, the public, outside agencies, organizations, and companies regarding disability related issues and concerns.

CITY OF TEMPE

Disability Services Specialist (continued)

- Coordinates the dissemination of information to all employees regarding disability compliance measures; assures the adequate existence of resources for and contracts with sign language interpreters, braillists, etc., as needed.
- Initiates and coordinates periodic disability compliance related training to all department agency employees and subcontractors.
- Establishes and participates in the maintenance of file and recordkeeping systems.
- Assists in budget preparation and monitoring.
- Responds to complaints, investigates and makes recommendations in response to requests and problems from the community.
- Develops and/or expands programs which serve the disabled community through written proposals and grant applications.
- Coordinates with city departments to assess accessibility opportunities in public and private facilities, including the development and review of City design standards and procedures; monitors City projects progress as needed.
- Provides technical assistance to design professionals, including City engineers, architects, and developers along with the public about codes and best design practices for accessibility for persons with disabilities.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of full-time, professional-level ADA compliance, disability advocacy, and/or related experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public administration, psychology, disability studies, social welfare, or a related field.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 0226

Salary Range: 36

Compensation Plan: P40 /Regular

FLSA: Exempt

Effective April 2004